

BRANDESTON PARISH COUNCIL

Minutes of the Parish Council meeting held on Monday 13th February 2023, 7.30pm, in Brandeston Village Hall.

Present: Councillors Summers (in the Chair), B Baker, P Baker, Bange, Locke & Williams & Marian Randell

11/22-23/1 Welcome from the Chair. The Chair welcomed Councillors to the meeting.

10/22-23/2 To Receive and Accept Apologies for Absence. From one parishioner.

11/22-23/3 To Receive any Declarations of Interest. None.

11/22-23/4 Public Forum. Non in attendance.

11/22-23/5 To receive and sign as a true record the Minutes of the Parish Council Meeting held on 9th January 2023 Agreed by all that the minutes should be signed by the Chair.

11/22-23/6 County Councillor Bryce – no report.

11/22-23/7 East Suffolk Councillor Freeman – attending in person. Confirmed that the hedge had been cut back and reduced in height at the bottom of The Manse Hill.

11/22-23/8 Parish Clerk

- It was agreed to appoint John Spacey as trainee parish clerk, an either-way probation period of six months, starting on the first salary spine point. John will need to undertake clerk training; the Chair & Cllrs will work with/mentor John. The Chair passed employment documentation to John & invited John to join the meeting. Cllr Baker to pass the PC laptop to John. The Chair to pass the files & printer to John.
- Cllr Randell confirmed registration of declaration of interests and receipt of access to the Portals.

11/22-23/9 Finance – Cllr P Baker in absence of an RFO

- a) Bank Reconciliation for the Parish Council Account £7065.02 as at 05.02.2023.
- b) Bank Reconciliation for 100+ Account £1885.39 as at 05.02.2023.
- c) It was agreed that Cllr Baker would be registered as a Primary User with HSBC.

11/22-23/10 Appeal APP/X3540/W/22/3306857 Planning Appeal Notification for AP/22/0062/REFUSE, appeal against refusal of application DC/22/1625/FUL new dwelling & access at the Red House Barn.

Agreement to submit the following comments to the Secretary of State & ESC by 22.02.2023 in addition to those previously made:

1. The building is not a former agricultural building as the last use of the building was not for agricultural purposes. This building has not been used for agricultural purposes since at least the early 2000s, if not prior to that. Therefore, this is not an application which could be considered under Class Q / permitted development.
2. This application is not policy compliant as it is unsustainable. East Suffolk Council's 5-year housing supply is currently exceeded.
3. The Planning Inspectorate Questionnaire has been answered incorrectly:
 - 1) Part 1. 2a; the appeal site IS visible from the road and the public footpath.
 - 2) Part 2. 6; there has been No community consultation prior to submission of the application.
 - 3) Part 3. 12.b; the site IS abutting a conservation area.
 - 4) Hedgerow was not included in the original report.

11/22-23/11 Queen - update from exploratory Working Party Meetings. Cllr Randell

- Proposal for the PC to facilitate a community meeting to explore/canvas opinions regarding the future of the Queen, Cllr Randell advocated for a Parish Council led meeting, it was agreed to hold a meeting arranged by the PC, hosted by Cllr Randell, Chaired by Cllr P Baker at 7.30pm on 20.02.2023 at the Village Hall.
- Agreement to fund the Village Hall booking and allow up to £20 for stationery.

11/22-23/12 GDPR – Update & Risk Assessment

11/22-23/12 GDPR – Update & Risk Assessment

- Cllr Bange requires confirmation from all Cllrs that they have up to date Firewalls on computers/devices used for PC emails. Each individual to ensure the Anti-virus software is up to date.
- Cllr Bange to arrange a PC email address for John to access the Clerk's emails.
- Photographs of Cllrs on the website – optional.
- Cllr Baker/John Spacey to check Anti-virus software on the PC computer.
- Cllr Bange to pull together a draft risk assessment for the April PC meeting. Consideration needs to be given to how this fits with the Health and Safety risk assessment that Cllr Randell is going to lead.
- Cllr Bange confirmed Parish Council component of the Brandeston website will go live w/c 20th February.

11/22-23/13 Parish Council Health & Safety Risk Assessment. On-going, it was agreed that Cllr Randell will head this up.

11/22-23/14 SID repair – Cllr B Baker confirmed that SID Mark 1 will be collected for repair on 13th January and returned in about 3 weeks. Data will then be collected until the end of August. Cllr B Baker will provide the PC with regular updates.

11/22-23/15 Application to divert RoW.012. Brandeston FP5. (Route A, F, G to E) ESC Footpath Officer

Cllr Randell had recently walked the path, so familiar with the current route and had given consideration to the proposed route. Agreement to making the following comments to the ESC Footpath Officer – refer to the attached plans.

1. To re-route the footpath as indicated in red on the attached plan, A, X to E.
2. To allow for sufficient additional width for livestock fencing around the field.
 - This could be of mutual benefit to the landowner/tenants (now & in the future), if livestock was to be kept in the field, enabling the path to be safe guarded, to protect footpath users walking the path and ensure unobstructed use at all times of the year.
3. To condition the re-routing of the footpath, for the owner/tenant to install livestock proof fencing in advance of keeping livestock in the field, at any time in the future.
4. To ensure the specification of works allows for the bridging over / filling and piping of any ditches/low areas on the route.
5. Not to install styles, to install wide gates, with easy to lock/unlock fixings, to enable access for pushchair users (ESC policy on inclusive access to the country side?)
6. To specify adequate, visible signage of the closure and re-routing during works.
7. To specify adequate, visible signage of the new route of the path.
8. To forward the specification of works to Brandeston Parish Council.

11/22-23/16 Election

Cllr P Locke updated the PC regarding the Election dates etc.

11/22-23/17 Oral Reports – Cllr Locke reported that a parishioner is very concerned about the condition of the ash tree in the chapel graveyard, agreed for Cllr Locke to investigate and report back.

Date of next PC Meeting, Monday 13th March 7.30pm, Meeting Room, Brandeston Village Hall.

***Chair signature*.....**

***Date*.....**